



Superior Court of California

County of San Diego

PO BOX 122724
SAN DIEGO CA 92101-2724

Title: Volunteer Opportunity

Business Location: San Diego Superior Court, Central Division, Family
1555 Sixth Avenue, San Diego, CA 92101

Description of Work: Duties may include the following: Review files against certain established criteria prior to sending them to storage. Prepare records needed to accompany files for off-site storage and place files in storage boxes.

Volunteer may also observe and learn about family law courtroom hearings, the work of the Family Court Services Division, and the work of the Family Law Facilitators.

Qualifications Required: Ability to work independently and to maintain confidentiality, reliability in reporting for each assigned shift and/or giving sufficient notice if unable to volunteer, familiarity with data entry.

Schedule: Minimum of 2 days per week (10-16 hours) on Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. for a minimum of four to six months.

Contact: Kathleen Abbott, Volunteer Coordinator
Address: 330 West Broadway, San Diego, CA 92101
Phone: (619) 515-8675
Fax: (619) 531-3663
E-mail: Kathleen.Abbott@sdcourt.ca.gov

How to apply: Call for an application. If no answer, leave a message. Please speak clearly, spell your name and home address, and leave a phone number.

Closing Date: This is an ongoing need but please apply as soon as possible.